

**COVER SHEET FOR AMENDMENT OF
POST-TRAVEL SUBMISSION**

Date/Time Stamp

OFFICE OF THE CLERK OF THE SENATE

17 JUN -6 PM 12:55

Instructions: Use this form as a cover sheet for any paperwork you may need to submit to the Office of Public Records in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.

SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

Name of Traveler: Melissa Egred

Employing Office/Committee: HSGAC

Private Sponsor(s) (List all): Partnership for a Secure America

Travel Date(s): May 6-7, 2017

Description/Title of Attached Forms: Amended RE-2 Form; Copy of the trip invitation

Purpose of Amendment (describe the reason for amending original submission): Post-travel submission
must be amended with the Office of Public Records in SH-232.

6/6/2017
(Date)

Melissa Egred
(Signature of Traveler)

Employee Post-Travel Disclosure of Travel Expenses

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

Date/Time Stamp:

SENATE

7 MAY 23 PM 5:14

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
☐ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Partnership for a Secure America

Travel date(s): May 6-7, 2017

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$33	\$90	\$77	\$167.25
<input type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

attended several meetings pertaining to national security and foreign policy with staff from both parties to promote bipartisanship. Participated in a mock trial on issues relevant to my portfolio on the committee.

5/23/17
(Date)

Melissa Egred
(Printed name of traveler)

Melissa Egred
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

6/6/2017
(Date)

Ran Johnson
(Signature of Supervising Senator/Officer)

Egred, Melissa (HSGAC)

From: PSA Congressional Program <cpp@psaonline.org>
Sent: Monday, March 27, 2017 2:17 PM
To: Egred, Melissa (HSGAC)
Subject: Spring 2017 CPP - SENATE ETHICS DOCS
Attachments: Senate Ethics Instruction Sheet.docx; Private Trip Sponsor Form.pdf; Retreat Itinerary.docx; List of Participating Senate Staff.docx; Employee Pre-Travel Authorization Form.pdf; Employee Privately-Sponsored Travel Checklist.pdf

Dear Melissa,

Thank you for participating in the Spring 2017 session of the Congressional Partnership Program. We look forward to working with you in the coming months.

As you are aware, every session the Congressional Partnership Program involves a weekend retreat. This session will be held on the weekend of May 6-7, 2017 at the Airlie Conference Center in Warrenton, Virginia. I would like to take this opportunity to offer you a formal invitation to attend the retreat. Please be certain to submit this email **and** the attached documents to the Senate Ethics Committee by **COB April 6th** in order to participate.

If you have any additional questions or concerns, please do not hesitate to call me.

Best regards,

Nathan Sermonis

Executive Director

Partnership for a Secure America

1629 K Street NW, Suite 450

Washington, DC 20006

202-293-8580

cpp@psaonline.org



PARTNERSHIP FOR
A SECURE AMERICA

Ethics Instruction Sheet – Senate
Congressional Partnership Program
Spring 2017

In May, PSA will hold the Spring 2017 CPP retreat in Warrenton, Virginia. **CPP participants must fill out these forms and turn them in to the Senate Ethics Committee by COB April 6, 2017.** Please note that you **WILL NOT** be able to participate in the retreat if you do not meet this deadline. Provided below are detailed instructions and information on required documents for the Senate Ethics Committee.

Documents:

- A. Private Trip Sponsor Form
- B. Retreat Itinerary
- C. List of participating Senate staff
- D. Letter of invitation from Partnership for a Secure America
- E. The Employee Pre-Travel Authorization Form (to be filled out by participant and signed by Senator or supervising officer)

All of the documents listed above must be submitted as a package to the Senate Ethics Committee. Documents A – D above have been completed by the Partnership for a Secure. By COB April 6th, please compile all documents and:

- 1. **FAX** or **DELIVER** one copy to the Senate Ethics Committee (220 Hart). Fax (202) 224-7416
- 2. **SCAN** and **EMAIL** one copy to the Partnership for a Secure America at cpp@psaonline.org
- 3. **KEEP** one copy for personal records and post-travel documentation. Please keep in mind that you will have to resubmit these documents to Ethics after the retreat.

If you have any questions, please do not hesitate to contact Jessica Harrington at harrington@psaonline.org or 202-293-8580.

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